

Ref No.: IUS/GTK/RG/506

Dated: May 21, 2025

## NOTICE

### SUPPLEMENTARY EXAMINATION JUNE 2025

The University is holding Supplementary Examination in the month of June 2025 for UG & PG Program.

#### Submission of Forms through Online/Offline Modes

START DATE	22.05.2025
SUBMISSION DAYS	Monday to Friday (10am to 3.30pm) Break time-1:15pm -2.00pm
LAST DATE OF SUBMISSION	28.05.2025
<b><u>NO REQUEST FOR SUPPLEMENTARY EXAMINATION WILL BE ACCEPTED AFTER 26.05.2025(THURSDAY)</u></b>	

#### DETAILED GUIDELINES

#### 1. Examination Schedule

- The Supplementary Examinations will be conducted from 16th to 27th June 2025.
- These examinations are applicable to both Current Batch and Pass-out Students.
- Students may opt for EVEN Semester courses only during this June 2025 schedule.
- The Supplementary Examinations for ODD Semester courses will be held in July 2025 exclusively for Graduating/Pass-out Students. The schedule for the same will be notified separately.

#### 2. Eligibility and Application

- A student may apply for a maximum of four (4) subjects in the supplementary examination.
- Students having 'NC' (Not Completed) status in project/dissertation are required to:
  - Submit an application to the Dean's Office via email at dean@iusikkim.edu.in, and
  - Report in person to the Dean for necessary guidance and approval.
- Students must verify the courses being offered prior to applying. If there is any discrepancy in course availability, the same must be immediately reported to the Examination Department.



- All students must review their grade sheets carefully before submitting their applications.
  - The University shall not be held responsible for any errors related to subject, semester, or grade entered by the student.

### 3. Fee Structure

- The fee for Grade Improvement (for grades D or E) and NC is INR 1,000/- per subject.
- The fee for Repeat Course (RC) is INR 3,000/- per subject.
- Note: Improvement of grades is not permitted for courses evaluated through continuous assessment.

### 4. Application Submission and Payment Procedure

- The Supplementary Examination Form is attached with this notice.
- Students must have their forms verified and approved by the Examination Department, either:
  - Online (via email), or
  - Offline (in person).
- Only after approval should the payment be made:
  - Current Batch students must remit the supplementary examination fees through the University website only.
  - Pass-out students will receive bank account details upon verification and approval of their application.
- Kindly note that no refunds or adjustments will be entertained for payments made without proper form approval.

### 5. Contact Information

For any queries related to the supplementary examination, students are advised to contact the Examination Department at: [exams@iusikkim.edu.in](mailto:exams@iusikkim.edu.in)

  
Dr. Rohit Rath  
Registrar



## APPLICATION FOR THE SUPPLEMENTARY EXAMINATION FOR UG & PG: JUNE 2025

**PAYMENT/TRANSACTION DETAILS:**

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Name: .....

Enrollment No.....

Program .....

Batch .....

E-mail .....

Phone No .....

To  
The Registrar  
The ICFAI University, Sikkim

Dear Sir,

I wish to exercise my option to write Supplementary Examination for the following course:

SL NO.	COURSE CODE	COURSE TITLE	SEMESTER	EXISTING GRADE IN COURSE
1				
2				
3				
4				

I am aware of the rules governing Supplementary Examination June 2025 & the Minimum Academic Requirements and would abide by them.

Date:

Signature of the student

### For office use only

**Amount:**

**Signature:**